

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Catholic School Department

POSITION: Regional Director/Associate Superintendent/WCEA Elementary and Secondary Commissioner

CATEGORY: Exempt Full Time

SUPERVISOR: Associate Superintendent/Director of Academic and Student Programs

JOB SUMMARY: The Regional Director is responsible for overseeing an assigned group of Catholic schools within the Diocese of Sacramento.

Through a model of centralized collaboration and communication, the Associate Superintendent and WCEA Elementary and Secondary Commissioner will prepare, facilitate, and oversee all accreditations in the Diocese of Sacramento. This position also includes chairing accreditations in other dioceses, as well as participating in WCEA Commissioner meetings.

ESSENTIAL FUNCTIONS:

- Provide supervision and leadership to school principals to ensure Catholic truths and diocesan goals, policies, and procedures are clearly communicated and implemented.
- Plan, organize, support, and provide administrative support to the instructional and operational functions of schools within an assigned group of schools (approximately 8-10 schools). Provide instructional and curricular leadership that creates, implements, maintains, and enhances Catholic Identity, academic excellence, integration of technology, creativity, and achievement for all students.
- Provide leadership, direction, support, coaching and accountability to principals to ensure that instructional and co-curricular programs are fully and appropriately implemented in all assigned schools.
- Assist in setting goals and evaluating the performance of principals at assigned schools based on Catholic identity, academic growth, financial management, operations management, and family and community satisfaction.
- Provide support to principals with development, marketing and recruitment efforts.
- Provide professional and leadership development to principals and leadership teams.
- Support the principal in initiating, establishing, and maintaining effective relationships and communication with parents, parish and larger community.
- Act as an advocate for assigned schools.
- Facilitate and/or attend meetings with stakeholders as needed or requested.
- Prepare and present reports for the governing board as requested.
- Confer with diocesan leadership to clarify pending issues, and recommend appropriate actions.

- Develop, organize, and implement policies, and long- and short-range plans and activities; provide accountability for financial/resource strategies to support diocesan initiatives and academic goals.
- Actualize diocesan goals for school improvement through area-wide planning, direction, program initiatives, benchmarking, and focus on continuous improvement.
- In collaboration with the Schools Finance Officer and Principal, monitor the school financial infrastructure, to ensure effectiveness in financial reporting, budgeting, and long-term planning. Coordinate additional resources for financial requests as received.
- Supervise principals in analyzing student achievement data to align instructional and curriculum programs to meet student needs; supervise principals in evaluating classroom implementation of academic Standards.
- Participate in regular Catholic School Department meetings to review the overall status of their schools.
- Ensure procurement of federal and state funding and assist with the research and writing of potential grants.
- Work cooperatively with pastors, administrators, school site staff, parents, community members, and other persons to resolve problems in schools within the assigned area that site administrators have not been able to resolve.
- Regularly visit schools and other appropriate program sites to observe programs in operation, observe classroom instruction, and assist principals and other administrators to serve most effectively as leaders; empower school sites to make decisions that directly serve their students' needs.
- Work with principals and teachers to identify expertise and support services necessary for staff development to meet their identified needs.
- Supports schools through the WCEA accreditation process.
- Serve as WCEA Elementary and Secondary Commissioner.
- Contribute to the Catholic School Department communications.
- Perform related duties as assigned.

Education: Master's Degree in Education or Educational Administration.

Experience: At least five years' experience as a Catholic School administrator.

Knowledge:

Understanding of the Catholic Church in general and the Diocese of Sacramento; Active and practicing Catholic in good standing; ability to organize, plan, thin creatively and administer programs; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness, and poise; using correct spelling, grammar and punctuation in written correspondence

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE